**U.S. Army Corps
of Engineers** ®
Huntsville Center

DD Form 1391
Processor System

Introduction

The DD Form 1391 is used by the Department of Defense to submit require-ments and justifications in support of funding requests for military construction to Congress. The DD Form 1391 Processor System is the web-accessible system that assists users in preparing, submitting, reviewing, correcting, printing and archiving DD Forms 1391 and their associated data, in accordance with AR 415-15, "Army Military Construction, Program Development and Execution."

Associated with the DD Form 1391 are the DD Form 1390 and ENG Form 3086 modules. The DD Form 1390 is a summary of projects by installation, fiscal year and program. The ENG Form 3086 is the cost engineer's tool for correct estimation of project costs for the DD Form 1391.

The system currently accommodates projects for the following major pro-grams:

- Military Construction, Army (MCA)
- Production Base Support (PBS)
- Army Family Housing (AFH)
- Non-appropriated Funds (NAF)
- Army and Air Force Exchange Service (AAFES)
- Maintenance and Repair (M&R)
- Defense Logistics Agency (DLA)
- Commercially-Financed Facilities (CFF)
- Base Closure, Army (BCA)
- Special Operations Program (SOP)
- Medical Facilities (MED)
- Section 6 Schools (S6S)
- Relocatable Buildings (RB)
- Payment-in-Kind (PIK)
- Defense Finance Accounting Service (DFAS)
- Barracks Upgrade Program (BUP)
- Missile Defense Agency (MDA)
- Ground-based Midcourse Defense (GMD)
- Ballistic Missile Defense System (BMDS)
- Chemical Demilitarization (ChemD)

Mission

Huntsville Center, as Assigned Responsible Agency for the DD Form 1391 Processor System, is responsible for fielding, operation, maintenance, user assistance and training to customers worldwide. The DD Form 1391 Processor and related systems cover a broad spectrum of unique needs and requirements associated with policies and procedures governing DD Forms 1391 and related documentation.

How to Use the System

The US Army Engineering and Support Center, Huntsville, in cooperation with Headquarters, US Army Corps of Engineers, has made the DD1391 Processor System available via the WEB. The system is available via the Worldwide Web at: https://pax.mech.disa.mil. To access the system, the user needs internet access, a standard configuration personal computer, and a system user ID and password. About 400 users worldwide currently access the system, which contains over 30,000 forms.
For information, contact the PAX Suport Team at 256-895-1838, or email us at: Paxspt-huntsville@hnd01.usace.army.mil.

More Features

In addition to providing assistance in the preparation of DD Form 1391, the system also provides the following features:

– Automated assistance in generating project supporting data, including, cost estimates and project requirements and deficiency data.

– Automatic tracking of the status of a project as it proceeds through review channels. By accessing the system, the user can monitor the project and see any modification or alteration, and review comments concerning it. The user can also determine the exact location of the project at any time during the military construction planning and programming process.

– Graphics storage/printing capability. Pictures, site maps and other graphics that would help justify/explain the construction requirement may be "attached" to the DD1391 form.

– Access to review comments made by various offices as a project is submitted or returned for correction by higher headquarters.

– Printing of forms in the formal OSD and Congressional "Budget Book" formats as well as other formats to assist technical reviewers at all organizational levels.

– Automatic interface with PC-packages such as PC-Cost, ECONPACK, and ISCE. These packages are used to generate project cost estimates, economic analyses, and information systems cost estimates.

– Access to historical information for monitoring changes made to each block of data once a form is submitted to higher headquarters. Additionally, the system maintains a history of all form submittals and returns.

– Controlled access to projects being programmed by other activities for the sharing of information. With the approval of the creator of a DD Form 1391, the system allows a copy of the form to be read by another user. Additionally, all system users may access the directory of archived forms which represent DD Form 1391 projects which have been successful in the programming and planning process.

– Multiple data retrieval procedures to generate listings of project information in many different formats.

– The ability to generate and print DD Form 1391 information utilizing metric or English measurements. The automatic conversion from English to metric and metric to English is provided to system users.

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